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AGENDA

FOR

CIA CAREER SERVICE BOARD

1st Meeting, Tuesday, 26 August 1952, at 4:00 P. M.

DCI's Conference Room, Administration Building

1. Discussion of and adoption of Board procedure.
2. Final Report of the Working Group on Honor Awards, dated 8 August 1952. (Attached). (Action: Approval or disapproval of the Report; if approved, transmittal to the DCI for his approval and recommendation to the President).
3. Report of the Executive Secretary on actions taken between 13 June 1952 and 15 August 1952 to implement the Career Service Program. (Attached).

Distribution:

Members of the CIA Career Service Board
Chairmen of the Office Career Service Boards

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8 August 1952

TO : Chairman, CIA Career Service Board
FROM : Chairman, Working Group on Honor Awards
SUBJECT: Final Report

1. PROBLEM. To create an Honor Awards Program for the Central Intelligence Agency according to Tab H of the Final Report of the Career Service Committee approved by the DCI on 13 June 1952.
2. ASSUMPTIONS. It is assumed that:
 - a. In furtherance of the U. S. intelligence effort some individuals perform acts of valor or exemplary achievement which cannot be recognized under present CIA procedures.
 - b. Acts of valor are distinct from acts of exemplary achievement and the awards, therefore, should be different.
 - c. Acts of valor worthy of recognition are not easily separable as to degree, while acts of exemplary achievement may be measured in terms of worth of the contribution.
 - d. In addition, formal recognition of long and faithful personal service to the CIA will contribute to individual and group morale to the ultimate benefit of the Agency.
3. FACTS.
 - a. Military and civilian agencies recognize, by personal decoration, acts of valor and exemplary achievement.
 - b. Military and civilian agencies and private businesses recognize and make awards for long service.
 - c. The effectiveness of such decorations or awards depends to a large degree upon the standards under which they are awarded, as well as upon the recognition and appreciation accorded them.

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- d. Any system of honor awards must be compatible with Agency security principles.

4. DISCUSSION.

- a. In Tab A are outlined the structure and responsibilities proposed for the CIA Honor Awards Board.
- b. In Tabs B through F are described the recommended awards for valor, exemplary achievement and longevity and their application.
- c. Although a major portion of this program could be accomplished by internal action, it is believed desirable to secure an Executive Order for the reasons set forth in Tab B.


5. CONCLUSIONS.

- a. That an Honor Awards Program including separate awards for valor, exemplary achievement and longevity should be established under the supervision of the CIA Honor Awards Board.
- b. That the awards for valor and exemplary achievement should be established by an Executive Order of the President which delegates to the Director of Central Intelligence the responsibility for making the award. (See Tab E for draft of Executive Order).
- c. That such awards should be made under circumstances appropriate to the stature of the award and be made a matter of suitable notice.
- d. That the proposed Honor Awards Program is so designed as to fulfill the needs of the CIA and at the same time be consistent with CIA security practices.

6. RECOMMENDATIONS.

- a. That a CIA Awards Program as described in Tabs A through F be established; and,
- b. That the Deputy Director (Administration) be responsible for the implementation of the program.

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Chairman,
Working Group on Honor Awards

cc: Assistant Director, Personnel
Assistant Deputy (Administration) for Security

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Tab B	The Award for Valor
Tab C	The Awards for Achievement
Tab D	The Award for Longevity
Tab E	Draft of an Executive Order of the President Establishing: <ul style="list-style-type: none">a. The National Security Cross for Valorb. The National Security Medal for Distinguished Achievementc. The National Security Medal for Exceptional Achievementd. The National Security Medal for Meritorious Achievement
Tab F	Draft of CIA Notice, "Ten-Year Service Personnel"

Appendix 1	Organization and Procedure of the Working Group on Honor Awards
Appendix 2	"The Honor Awards Program" (Tab H of the Final Report of the Career Service Committee approved by the DCI on 13 June 1952)

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